

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 2**

January 22, 2016

**SUBJECT: ABANDONMENT OF CHILD BY PARENT OR GUARDIAN –  
PROCEDURES – ESTABLISHED**

**PURPOSE:** The purpose of this Order is to establish procedures for handling child abandonment cases, such as a parent/guardian abandoning a child at a police facility due to their inability or unwillingness to care for the child.

**PROCEDURE:** Attached is the newly established Department Manual Section 4/218.56, *Abandonment of Child by Parent or Guardian – Procedures*.

**AMENDMENT:** This Order adds Section 4/218.56 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read 'Charlie Beck', with a stylized, looping flourish at the end.

CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL**  
**VOLUME IV**  
**Revised by Special Order No. 2, 2016**

**218.56 ABANDONMENT OF CHILD BY PARENT OR GUARDIAN – PROCEDURES.**

*When Department personnel come into contact with a child who has been abandoned, Department personnel shall:*

- *Verify the medical needs of the child and obtain appropriate emergency services when needed;*
- *Notify the watch commander, who shall determine if a Department supervisor should respond;*
- *Immediately contact the Department of Children and Family Services (DCFS) Hotline at (800) 540-4000, and request that they respond and assess the incident. Officers shall also inquire whether DCFS has any prior history with the family, which may aid in the preliminary investigation;*
- *Conduct a record check of the individuals involved to determine whether the Department or other law enforcement agencies have had prior involvement with the family;*
- *Respond, when appropriate, to the child's residence with DCFS, if available, to conduct an investigation regarding abandonment of the child;*
- *Determine whether there are other children in the home who may be at risk, and take appropriate action. Also consider using Department resources, such as the Mental Evaluation Unit, a Drug Recognition Expert, or other entities, that may assist in the investigation or provide needed support to the family; and,*
- *Contact the California Department of Justice Missing Children Clearinghouse at (800) 222-3463, if the child's name is unknown and request that the child's descriptive information be entered into the National Crime Information Center's Unidentified Persons Database.*

***Note:** Area detectives are responsible for investigating and providing advice for child abandonment cases.*

***Note:** Not all abandonment cases need to result in an immediate arrest. The completion of an Investigative Report, Form 03.01.00, for "Child Abandonment" may be adequate.*